

EDUCATION IMPACT ACADEMY TRUST PRIVACY NOTICE – VISITORS

Under UK data protection law, individuals have a right to be informed about how our school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **visitors to our schools**.

This document contains the following information:

1. The personal information we process
2. How we collect personal information
3. Why we collect and use personal information
4. How we store your information
5. Data sharing
6. Your Data Protection rights
7. How to complain

This notice will be reviewed annually or sooner when significant changes are made to the law. Last updated 6th February 2025.

Our Data Protection Officer is Dannielle Knibbs, dpo@educationimpact.org.uk.

TRUST CONTACT DETAILS

Name: Education Impact Academy Trust

Address: Wood End Road, Birmingham, B24 8BL

Phone Number: 0121 387 2000

E-mail: enquiry@educationimpact.org.uk

THE PERSONAL DATA WE PROCESS

The categories of information that we collect, hold, and share include the following:

- Personal and contact details
- Information relating to the visit e.g. company and arrival/departure time
- Use of school devices and school networks as part of our safeguarding procedures

The following categories fall in to 'Special Categories' of more sensitive information.

- Information about disability and/or access requirements
- Photographs for identification purposes
- CCTV images captured in school

HOW WE COLLECT INFORMATION

We will only collect and use your data when the law allows us to. While most of the information we collect about you is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

WHY WE COLLECT AND USE PERSONAL INFORMATION

We use the data to:

- Identify you and keep you safe while on site
- Keep pupils and staff safe
- Maintain accurate records of visits to our sites
- Provide appropriate access arrangements
- Meet legal requirements places upon us
- Make sure our information and communication systems, equipment and facilities (e.g. school computers) are used appropriately, legally and safely

We will only use your personal information for the purposes for which we have collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and explain the legal basis which allows us to do so. Please note that we may process your personal information without your knowledge or consent where this is required or permitted by law.

Under the UK General Data Protection Regulation (UK GDPR), we must have a lawful basis for processing your personal information. The lawful basis for processing are:

1. Article 6(a) – **Consent**: There may be times when we request your consent to process your data for a specific purpose which does not fall into the other categories below.
2. Article 6(b) **Contract**: The necessary processing of data to enter a contract of employment with us.
3. Article 6(c) - **Legal obligations**: The necessary processing of data as an employer to comply with the law.
4. Article 6(d) – **Vital Interests**: The necessary processing of information in a life-or-death situation.
5. Article 6(e) – **Public Interest**: The necessary processing of data to carry out our statutory duty to safeguard pupils and other individuals.
6. Article 6(f) – **Legitimate interests**: where there's a minimal privacy impact and we have a reasonable purpose for processing data.

For 'special category' data, we only collect and use it when we have both a lawful basis, as set out above, and 1 of the following conditions for processing as set out in UK data protection law:

1. We have obtained your explicit consent to use your personal data in a certain way
2. We need to perform or exercise an obligation or right in relation to employment, social security or social protection law
3. We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
4. The data concerned has already been made manifestly public by you
5. We need to process it for the establishment, exercise or defence of legal claims
6. We need to process it for health or social care purposes, or public health reasons

While you're in our schools, we may monitor your use of our information and communication systems, equipment and facilities (e.g. school computers). We do this so that we can:

1. Comply with health and safety and other legal obligations
2. Comply with our policies (e.g. child protection policy, IT acceptable use policy) and our legal obligations
3. Keep our network(s) and devices safe from unauthorised access, and prevent malicious software from harming our network(s)

HOW WE STORE YOUR PERSONAL INFORMATION

We keep personal information about you while you are at our schools. We may also keep it beyond your work at our school if this is necessary.

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. We will dispose of your personal data securely when we no longer have a legal requirement to retain it.

DATA SHARING

We do not share information about you with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with UK data protection law), we may share personal information about you with:

- Local authorities
- The Department for Education (DfE)
- Our Governing Body
- Ofsted
- Our auditors
- The Disclosure and Barring Service
- Police forces, courts or tribunals

YOUR DATA PROTECTION RIGHTS

Under data protection law, you have certain rights regarding how your personal data is used and kept safe. For example, you have the right to:

- Object to our use of your personal data where it is likely to cause, or is causing damage or distress
- Be informed about the collection and use of your personal data.
- Have inaccurate personal data changed or completed if it is incomplete.
- Erasure, often known as the 'right to be forgotten'; however, this does not apply where, amongst other things, processing is necessary to comply with a legal obligation.
- Restrict the way we are using your information, although, as above this is a limited right.
- Object to the way we are using your information; though other than for marketing purposes, this is also limited as above.
- Where we rely on your consent to collect and use your data, you have the right to withdraw that consent. If you do change your mind, or you are unhappy with our use of your personal data, please let us know.
- Make a complaint to the Information Commissioners Office and claim compensation for damages caused by a breach of the data protection regulations

You have a right to make a 'subject access request' to gain access to personal information that we hold about you.

If you make a request, we will keep a record of the request and any personal data supplied for a suitable period after its fulfilment, to deal with any questions, you, your representatives or regulators may have about it.

If you would like to make a request, please contact us (see 'Contact us' below).

CONTACT US

If you have any questions or concerns, or would like more information about anything mentioned in this privacy notice, please contact our data protection officer, Dannielle Knibbs:

Email: dpo@educationimpact.org.uk

Post: Education Impact Academy Trust Head Office, Wood End Road, Erdington B24 8BL

HOW TO COMPLAIN

If you have any concerns about our use of your personal information, you can make a complaint to us at:

Post: Education Impact Academy Trust Head Office, Wood End Road, Erdington B24 8BL

Email: dpo@educationimpact.org.uk

If you do not wish to liaise with Education Impact Academy Trust you can contact our External Data Protection Officer at:

Email: dpforschools@derbyshire.gov.uk

Phone: 01629 532888

You can also complain to the ICO if you are unhappy with how we have used your data.

Post: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Helpline number: 0303 123 1113, ICO website: <https://www.ico.org.uk>
